



Embassy of the United State - Niamey



Information on the Democracy and Human Rights Fund (DHRF)

The Democracy and Human Rights Fund (DHRF) provides assistance through grants to local organizations to implement small, short-term, high impact activities targeted at supporting democratic institutions, political pluralism, and the protection and advocacy of human rights in African countries. The project, authorized in 1991 by the Congress of the United States, under the Foreign Assistance Act, compliments other funding mechanisms that support larger, multi-year initiatives as part of the U.S. Government's overall strategy to promote democracy and improved governance. The DHRF program is administered through the Political Office at the United States Embassy in Niamey.

Criteria for Grant Eligibility

All DHRF funded activities must have a substantive link to the promotion of democracy or human rights. DHRF encourages activities or projects that promote:

- Training about or change in civil and political rights
- Adherence to the rule of law through a legal framework conducive to civil and political rights
- Free and democratic electoral systems
- Development of democratic principles and institutions that promote human rights
- Increased participation of women and ethnic groups in the judicial system and political process

Activities NOT Eligible for Grants

In general the fund is not intended to support on-going activities, or long-term institutional development, of organizations or government bodies, even though these may be in support of democracy or promotion of human rights.

The grant cannot be used for the following activities:

- To influence the outcome of elections
- To support specific political parties
- Training or advice to support police, prisons or other law enforcement forces, military or any program of internal intelligence or surveillance
- For building construction, vehicle purchase, long term (more than 12 months) recurring administrative costs such as building or equipment maintenance, rent, office supplies, or administrative salaries

- For conferences or workshops that lack a specific and clear goal; economic development projects; and social or cultural rights activities or humanitarian assistance

Please submit your completed application to niameygrants@state.gov or to the following address:

**Madame Mireille Gbetholancy-Kun
Program Grants Unit Manager, Gender Focal Point
U.S Embassy

B.P. 11201
Niamey, Niger**

Applications for small grants of \$ 10,000 - \$ 15,000 are encouraged and often have a better chance of getting the funding.

PROJECT SUBMISSION FORM (DHRF)PROGRAM

This questionnaire must be fully completed and submitted along with the other documents comprising the file. Please fill out carefully by giving accurate and honest answers. You are asked to complete all the sections, although some have nothing to do with your project.

Before completing this questionnaire, it is important to read the information on the Democracy and Human Rights Program, to explain to your associates or partners and all those who will participate in this project .

I. Information on the Applicant

1. Name of the Organization : _____

2. Address : _____

3. DUNS Number: _____

(Required and can be obtained on www.grantsolutions.gov)

4. Email Address: _____

5. Name of the Project Manager : _____

6. Telephone Number: _____

7. Registration Number : _____ (Please attach a copy)

8 Describe your association or your community: (How are you organized? How long has the group existed? How many members do you have? How often do you meet?)

II. Information on the Project

1. Project Title: _____

2. Project Location: _____

3. Grant Amount requested : (Maximum 15.000 dollars) _____

4. Number of Beneficiaries : total _____ # Men _____ # Women _____

Boys _____ # Girls _____

persons living with a handicap _____

5. Distance in km from Niamey and from the nearest town

Niamey - location (in km) : _____ Closest town : _____ Km : _____

6. Brief description of the project:

7. Time required to complete the project:

10. Brief justification of the project:

8. What is the project's direct impact on the organization and/or population:

9. What is the project's direct impact on persons living with a handicap:

10. Name of the person responsible for the project: _____

Profession _____ Address: B.P. _____

Tel : _____ Email : _____

11. Name of the Technical Assistant (if applicable:) _____

Profession _____ Address: B.P. _____

Tel : _____ Email : _____

12. Have you requested assistance from other donors for this project?

If yes, from whom? _____

What, if any, assistance are they providing? _____

13. Are there any ongoing community project(s) in the village?

If yes, please describe: _____

14. Has the community/organization ever previously undertaken a project like this?

If yes, what? (project, date, donors, your contribution): _____

15. Are there persons living with a handicap within this community?

If yes, with how many of them have you worked? _____

Have you done some projects with them? _____

What types and how many activities? _____

16. Has your town or village already benefited from any assistance from the US Embassy?

If yes, what kind of assistance (project, date, current status of the project)? _____

17. Who initiated this project for which you are seeking assistance?

18. How was the project conceived and developed?

19. Are the local authorities and/or the supervising organization aware of the project?

20. Give names and titles of persons to be contacted during a site visit::

Name : _____ Profession :

_____ Name : _____ Profession :

_____ Name : _____ Profession :

21. Person who is filling out this questionnaire:

Full name: _____ Profession :

B.P.: _____ Tel (important): _____

Email _____

I certify that the information included is true and accurate, to the best of my knowledge.

Signature: _____ Date : _____

1. Background Information on the Activity

a. Describe briefly the context in which the activity is set, and the rationale and purpose for the activity. Include a clear statement of how such activities promote human rights or support political pluralism and the creation of more open, democratic societies in Togo.

b. Indicate how the activity addresses issues of democracy and human rights, who will benefit from the activity, and how many people the activity will **directly** impact.

2. Description of the Activity and its Intended Impact

a. Describe the activity in detail

b. Explain how and who will manage and implement the activity,

c. Identify any potential implementation problems and how they will be addressed and overcome,

d. Specify the estimated start and completion date of the activity,

e. Indicate whether the impact of the activity is to effect change, and if so, how. Outline impact of activity to bring about awareness of issues of democracy, civil society, human rights, free speech, open and free elections, governance or other related issues.

3. Curriculum

a. Provide a description of the project themes to be developed during the implementation of the activity, and the names of every speaker or trainer, including their title, if it is a training seminar or a conference.

b. Provide the agenda of the activity.

4. Referenced Training material

a. Specify all documents to be used by the speakers, trainers and supervisors during the activity and attach a copy to the proposal if necessary (the copy will be returned to the sender after examination).

b. If a book, guide, booklet or pamphlet will to be produced during the process, attach a draft of the publication to the proposal.

c. If the objective of the proposal is to duplicate an existing book, please attach it to the proposal.

5. **Budget Format:** All proposals should use the following sample budget format.



Updated Budget.xlsx

6. **Budget:** the strict use of (SF-424A) and (SF-424C) is highly recommended. Followed by a budget note for each budget line

These documents above mentioned can be downloaded on : [http:// niamey.usembassy.gov](http://niamey.usembassy.gov)

Note: The budget must: (1) be prepared in local currency – a column is provided in the budget to reflect the dollar values– (2) include explanatory notes to the budget lines. For example, a list of people and the amounts to be paid regarding their transportation, the list of equipment to buy with an estimate of the price (to support 3 invoices pro-forma/quotes from three different suppliers) and then any other useful information that would justify the project budget. The budget must be consistent with the activities described in the project.

8. Activity Time Line